Complete Account Information Step-up Instructions

Only Blue fields are required all others are optional
From the home page https://grantcountyreverse911.cnotify.com/default.aspx

1.Click **NEW ACCOUNT**
      Account Information
2. **Login**: any name you wish for your account for example "Mycontacts"
3. **Password**: any you choose
4. **Re-enter password:** same as #2
5. **First Name**
6. **Last Name**
7. Enter your **E-mail** address under Contact Information
8. Read the user agreement and type **"yes"**
9. Read the privacy policy and type **"yes"**
10. Click on CREATE

Now Log In under the account you just created from the home page.
https://grantcountyreverse911.cnotify.com/default.aspx

11. Click **Log In**
12. Once lodged in click **User** then click **Contacts**
13. Click Add Contact

Contact Information
14: **Description**: Name the contact example..Dad's Cell
15. **Type:** Select from Drop Down Menu
16. **Phone Number:** enter the number you want to be called
17: Click **Create**

If done correctly you should see the name of your Description appear on the left under contacts now. Add as many contacts as you like no limit.

   14. **note if you chose type e-mail then the screen will allow you to enter the e-mail address.this screen changes for each type of contact you choose make sure you fill in blue fields and give a description of each contact.

18. Click **User** then **Subscriptions**
19. Available Groups
20. Click the box next to **Citizens** a green check mark should appear
21. Click **SUBSCRIBE**

If done correctly on the left under **Group Subscriptions** you should have a green dot next to the word citizens.